

SRM-SUPPLIER SELF REGISTRATION 1. Registration – New Vendors

New vendors are required to self-register via the link on the KRA website <u>https://suppliers.kra.go.ke/registration#</u>. This is a two-stage process involving **Supplier** Self Registration and Confidential Business Questionnaire.

SUPPLIER SELF-REGISTRATION

Under General Company Information and Contact details section fill in all the mandatory fields (marked in *Asterisk) as illustrated below.

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ISO 9001:2015 CERTIFIED

Under Product categories section, click on Arrow to expand the Categories and add the product category that you deal with as shown below.

	Product Category Description	Product Category	Select
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Select Product Categories by checking on select box. You are allowed to select up to maximum of three sub categories per category.

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Please select atleast one product	category. If you have cert	ificate for special group, e	ensure that you are	selecting product catego	y matching yo	ur certificate.				
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Product Category Description	ı			Product Catego	y Select	^				
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Motor Boats				3006						
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Furniture & Fittings				3009						
Computers/IPAD/Lapto	p/Projector/Scanners			3010	✓					
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Only enter active certificates recog	nized by Kenya Public Pro	ocurement and one must	fill all the fields in a	given row.						
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Under the **Mandatory Certificates** Section, input all mandatory certificates that are applicable to your company type and nature of business.

Please Note: Upon successful on-boarding you will be required to update the issue and expiry dates of the certificates failure to which you will not be visible for future tenders

Under the **Attachment** tab, attach all the necessary Certificates and documents where applicable such as Special Groups Certificates (AGPO & PWD), Tax Compliance Certificate (TCC), Personal Identification Number (PIN), National Identification Card (IDC) etc.







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Attachment												
*Please attach a	all the relevant documents. You	u must attach Tax Number c	ertificate (PIN), Certificate o	of Incorporation/ Registration	(REG), Registrar of Compan	nies – List of Directors (CR1	2). Also attach d	certificates for special groups if appropria	te.			
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Data Privacy Enter your da	Statement ata privacy statement here.											

Ensure to read and comprehend the terms and conditions contained in the **Data Privacy Statement** provided via the hyperlink and tick on the check box above.

Click on Register to Complete and Submit your Application

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Important. Prease make sure to an	rrequired attacriments are attached.		
For assistance please con	itact Procurement Team by Phone 02	02811005 or Vendor support team via email smsupport@kra.go.ke	
 Fields marked with an asterisk a 	re mandatory.		
General Company Infr	ormation		
* Ownership Type:	Kenyan 🗸	Communication	
* Company Name:	ABC COMPANY	* Language: EN []	
* Certificate of Registration:	CPR/2017/2545	* Telephone: 020267925	
* Personal Identification No (PIN):	P001122334Y	* Mobile Phone: 071111111	
* Repeat PIN:	P001122334Y	Fax Number:	
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ISO 9001:2015 CERTIFIED Upon successful submission the dialogue box will appear as shown below.

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Contact Information, Dusiness info	innaion and any special group certificates in FDF format.					
Important: Please make sure to all	required attachments are attached.					
For assistance please con	tact Procurement Team by Phone 0202811005 or	Vencor support 1	0			
* Fields marked with an asterisk a	re mandatory.		<u>Confirm</u> ×			
			Your registration has been received. You will receive a link in your email to complete the			
General Company Info	ormation		process			
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* Company Name:	ABC COMPANY	Language:	Close			
* Certificate of Registration:	CPR/2017/2545	Telephone:	020267925			
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In instances of erroneous submissions the errors will be displayed as depicted below.

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Enter Region			^
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KENYA REVENUE AUTHORITY			
Welcome to the Supplier Welcome to Supplier Self Registration	Self-Registration Page website. This website serves as the initial point of entry for future vendors to do business.		
Note : Before Proceeding with self-regis	stration process, please make sure that you will have the following information available: Personal Identification Ne	umber,	
Contact Information, Business Informat	ion and any special group certificates in PDF format.		
Important: Please make sure to all requ	ired attachments are attached.		
For assistance please contact	Procurement Team by Phone 0202811005 or Vendor support team via email support@k	ra no ke	
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Ensure all errors are addressed and re-submit the application accordingly.



Tulipe Ushuru Tujitegemee !





CONFIDENTIAL BUSINESS QUESTIONNAIRE

The confidential business questionnaire is sent via url link to the supplier's email address. Click the link to open, complete and submit.

Most	Visited 🥑 Getting Started 🛞 W	eb Slice Gallery 🖙 SAP NetWeaver Portal							
Part 1 –	General								4
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Postal	Address * 13285								
Tel No	071111111								
E mai	r jane@gmail C. @kra.go.ke								
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3.8		If answer in '3.7' above is YES give details							
3.9 H	Have you offered or given anything of v	alue to influence the procurement process? Yes							
	Yes								
3.10		Answer Colulf answer in '3.9' above is YES give	details						
I DECLA	RE that the information given on this fo	rm is correct to the best of my knowledge and bel	ef.						
D (10)	/01/2010								
If a Keny	a Citizen, indicate under "Citizenship D	etails" whether by Birth, Naturalization or registration	ion.						=
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Your questionnaire has been sent



Times Tower Building - Haile Selassie Avenue - P.O. Box, 48240, Nairobi, Kenya, Tel: 020 281 000 / 4 999 999





The vendor application undergoes pre-screening to ensure completeness, consistency and correctness of the information provided. On approval, the login credentials hereunder will be sent to the vendor via email;

1. Vendor ID

2. Password (valid for 7 days)

Follow the links provided in the email or access the Supplier Portal via the KRA website <u>https://www.kra.go.ke/en/tenders</u>

ACCESSING THE SUPPLIER PORTAL



Upon login, the user is prompted to change the initial Password.

SAP NetWeaver
Change Password Old Password * New Password * Confirm Password * Change Cancel
Copyright @ SAP AG. All Rights Reserved.

Click on Change to complete the login.







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N/B: Password Resets and Unlocking

For password reset and unlocking of supplier accounts, kindly contact <u>srmsupport@kra.go.ke</u>. Please note that all resets are sent to the Contact Person captured during registration

UPDATING OF SUPPLIER DATA

- 1. Login to the supplier portal
- 2. Select Administration tab
- 3. Select Company Data tab
- 4. Click **Change** to enable editing of the fields

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